MHS Digital Volunteers -- Transcription tips for Charles F. Morse papers

Document created 8/18/25

These tips relate to transcribing the documents featured in the Massachusetts Historical Society's crowdsourcing website for the Charles F. Morse papers project:

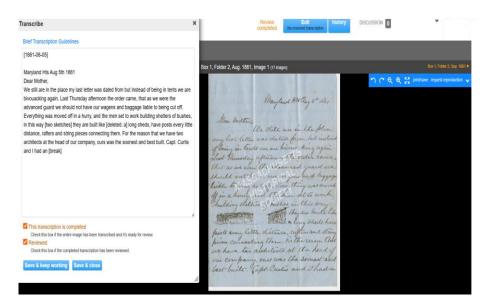
https://www.masshist.org/mymhs/projecthub/project/1

In general, transcribe as you see, without editing for 21st-century grammar/spelling. Use capital letters as Morse uses them and spell words as Morse spells the words. Transcribed content should reflect exactly what is on the page. Full transcription guidelines are available here: https://www.masshist.org/mymhs/transcription-guide.

Do not make line-by-line transcriptions. Let the lines wrap around automatically, unless there is an obvious paragraph break. When a new paragraph begins, do not indent it. Do not leave horizontal spaces in the transcription, even when Morse leaves a space between lines.

Ignore any underlining, that is, do not make a note that something is underlined.

If you come across a small sketch, drawing, or map, you can note it thus in the text: [sketch] or [map] or [drawing]. The reader can refer to the sketch/map/drawing to see what it is. You do not need to describe the sketch/map/drawing. Example in Box 1, Folder 2, Image 1:



If you are transcribing a two-page spread depicted in one image, type "[page break]" in your transcription to indicate the end of one page in an image with multiple, visible pages.

When you get to the END of any particular manuscript page image, and the letter continues to the NEXT image, please write [continue] at the end of the transcription for that IMAGE. If the letter is finished, you do not need to write the word [continue].

Morse's handwriting is fairly legible, however, **keep an eye out for when he uses the letters T and I.** The crossbar when he writes a lower or an uppercase T tends to be placed to the right of the letter. When Morse puts a dot above a lowercase i sometimes the dot drifts to the right. For example: Box 1, Folder 3, Image 6:

The transcription reads: "... With the exception of one or two night alarms this has been a remarkably quiet week, the weather pleasant and cool, twice we have been called up in the middle of the night, with orders to cook [break]"



Refer to the first word on the last line: "night". The dot for the I appears over the G and the crossbar for the T makes no contact with the loop of the cursive, instead appearing above the comma.

When transcribing, pay attention to the little marks around the words-- they might just be part of the word!